

## **Job Description**

### **Assistant Project Manager/L Level/PG 16**

#### **Minimum Qualifications**

**Description of Duties:** Under general supervision and guidance Assistant Project Manager (APM) will report directly to the District Program Manager (DPM). District Program Manager (DPM) or Assistant DPM (ADPM) will assign tasks to the Assistant Project Manager (APM) that directly relate to metric tracking, documentation and assignments for the district program. Assistant Project Manager (APM) will be required to coordinate with the District Program Manager (DPM) on all assignments made to the Assistant Project Manager (APM). May manage less complex projects (i.e. local government projects) or more complex projects after right of way authorization where risks are reduced, as determined by the District Program Manager (DPM).

#### **AGENCY SPECIFIC QUALIFICATIONS:**

A four-year degree OR A two-year degree and two years of related experience (NOTE: To receive credit for related professional/technical experience, experience must be in the following fields: business management, architectural, commercial, construction project management, maintenance management, manufacturing management, design engineering, environmental or transportation planning, or civil-engineering or transportation-related experience)

- Ability to adapt to new and challenging situations while continually acquiring knowledge to improve skills
- Ability to articulate ideas, thoughts and facts clearly, orally and in writing
- Ability to work directly and effectively with people, groups and organizations, including understanding and meeting their needs while effectively communicating inherent limitations
- Ability to identify and analyze various types of problems along with creating workable solutions

#### **PREFERRED QUALIFICATIONS:**

- Experience in one or more of the following areas: business management, construction project management, maintenance management, manufacturing management, design engineering, environmental or transportation planning, civil-engineering or transportation-related experience
- High level proficiency in written and verbal communication, proof reading and editing
- Familiarity with related technological developments and be able to integrate new technology to manage and improve program effectiveness
- Ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities

- Reacts to program adjustments and alterations promptly and efficiently.

**Assistant Project Manager (APM) primary duties are:**

1. Assists DPMs, Sr. PMs, and PMs in recurring managerial -type tasks.
  - a. Monthly/Bimonthly Team Meetings
    - i. Schedule monthly/bimonthly project team meetings in Outlook for assigned projects or PM.
    - ii. With input from PM, create and distribute project team meeting agenda through the Outlook invitation.
    - iii. Setup project team meeting telephone or video conference as needed and communicate call-in information through Outlook invitation.
    - iv. Track “accepted” responses to the project team meeting Outlook invitation. One week prior to the meeting, follow-up via telephone with those who have not responded to confirm their attendance.
    - v. Take meeting minutes at project team meetings, type, send to PM for review, then publish to team.
  - b. Local Government Coordination
    - i. Monthly or Quarterly, Coordinate status updates for all Local Government Status Update spreadsheets assigned.
    - ii. Conduct Quarterly Local Government Compliance Checks for assigned LGs.
  - c. Project Updates
    - i. Export P6 schedule and send to consultants.
    - ii. Solicit start/finish dates and durations from consultants. After PM review, enter into P6 every 2 weeks as required by OPC for assigned projects.
    - iii. With input from PM, update PM Comment field monthly for assigned projects.
    - iv. Monthly, pull electronic versions of PSR and PFR for assigned projects; review for anomalies (need to define), alert PM to any anomalies found, and then file in PW.
    - v. Monthly, reach out to construction PMs to get a status update on projects let to construction for assigned projects.
    - vi. Track RW acquisition progress and report status to PM for all assigned projects.
    - vii. With input from PM, update Project Status (Fact) Sheets/ Whitepapers/ Transition Guides monthly.
    - viii. Create a project team and stakeholder contact list and review it monthly for updates and then update as needed.
  - d. Cost Estimate Updates
    - i. Track expiration dates of all cost estimates (RW, CST, UTL) for all assigned projects or PM.
    - ii. Request all needed cost estimates 6 months in advance of office due date and milestones (See Policy).

- iii. Complete Cost Estimate Update form and include all pertinent attachments.
  - iv. Route for review to PMs, Local Government Representatives (if applicable) and then to DPM.
- 2. Assists DPMs, Sr. PMs, and PMs in non-recurring managerial-type tasks.
  - a. With input from PM, draft escalation memos, include pertinent attachments and route for review and signature.
  - b. Draft all template letters and route for signatures within 3 days of request.
  - c. Check completeness of consultant submissions for milestones and submit using ProjectWise workflows.
  - d. Review responses to concept team meeting minutes, PFPR, FFPR, Constructability Reviews, etc. to ensure each comment has a response that seems to address the comment. After review, forward to PM for final review.
  - e. Assist OPD Committee Chairs with meeting minute and actions.
  - f. Coordinate with PMs to ensure all TPRO header fields are completed accurately.
  - g. With input from PMs, draft Procurement Checklist with attachments and route for signature. Track and follow-up as needed. Once signed, put in RTS.
  - h. With input from PM, draft scope documents and update man-hour spreadsheets.
  - i. PTIP/Scoping meeting assistance
  - j. With input from PMs, draft PCRF, schedule modifications, and initial schedule requests. Track progress of approvals and report to PMs.
  - k. With input from PMs, complete 1625 requests and include appropriate attachments.
  - l. With input from PMs, draft PFA, In Lieu of Letter, Construction Agreements, MOU, MOA, etc. as well as required cover letters. Route for signature. Track progress.
  - m. Request cars from OPD or Motorpool for assigned PM or project.
  - n. Request PIOH layout and fact sheet from Design Phase Leader. Setup review with PM, DPM, AOH and OH. Document any comments and send to DPL for revisions. Schedule follow-up review once revisions are complete.
  - o. Coordinate and track responses to PIOH comments. Route for OPD Management approval, once finalized.
  - p. Review Local Government invoices using "invoice review checklist" (ensure admin services and non-PE related work is not billed; check for consultant invoice and cancelled check or payment to consultant; all numbers add up).
  - q. Research requests for information on non-active projects assigned to the Director of Program Delivery from other offices.
  - r. Assists with developing project risk registries for various project types
  - s. Potentially manages "minor" projects
  - t. Request final project files from design consultants once project has let to construction and archive in ProjectWise.
  - u. Will register and attend all required classes (i.e. PDP, LAP, etc.)
  - v. Assists OPD Committee Chairs with meeting minutes and actions

w. Other duties as assigned in support of the Office of Program Delivery.

\*The Assistant Project Manager (APM) positions will provide the Office of Program Delivery the ability to train staff on procedures and processes. Once an APM has mastered the required skills, they would be eligible to interview for a Project Manager (L).